



The Accountant's Corner

December 2023

It's fa-la-la finally December!

This time of year can be incredibly stressful between year-end closing (keep reading for a handy checklist) and navigating the holiday season... so we're going to make sure this email gets straight to the point!

If you don't read anything else in this newsletter, read this! We have two major holidays that fall on a Monday coming up: December 25th, 2023, and January 1, 2024. Make sure that you have a plan in place to adjust for payroll or any other important payments due on these dates.

Let's get ready for 2024!

2023 has been a big year for us! We've expanded our team and are excited for the upcoming tax season.

In an effort to streamline our processes and deliver a superior client experience, you'll notice a few changes and improvements.

We'll be sending out Tax Organizers to ensure all of our information is up-to-date and to capture any changes you may have had over the past year. This also presents an opportunity to review potential tax savings and planning strategies, as well as to identify any missing documents quickly and get you into the prep stage as soon as possible!



We're moving the bulk of communication from email to our secure TaxDome Client Portal. This will provide a better, more secure client experience and a faster response from our team.

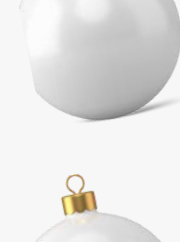
Our Client Portal offers:

- **Centralized communication:** Easily view what needs your attention, review assigned tasks, ask questions, send secure messages and book appointments.
- **Secure document storage:** Attach or scan documents for secure storage and review. These documents will also be available for your reference when needed.
- **Electronic signatures:** Sign documents electronically.
- **Secure payment processing:** View and pay invoices with a click of a button using your credit card.

We recommend you bookmark the link to the portal login.ecktax.com and download the Client Portal Mobile App. This will allow you to receive push notifications for messages regarding outstanding items, status of your return and more!

It's Almost 1099 Season!

HOW TO GET A HEAD START ON 1099-NECs BEFORE JANUARY



Make a list of all contractors you paid for services this year and verify the amount paid to each contractor.



Make sure you have a W-9 on file for each contractor you paid over \$600 or request one **now!**



If you paid via credit card, the payment processor will issue a 1099-K instead if reporting requirements are met. *(Keep an eye on our social media this month for more info on these changes!)*

Don't stress over the first filing of the year, let our team help you get set up to issue 1099s with ease well before the January 31st deadline.

'Tis the Season...



...for spreadsheets and sprinkles! The Eck Tax & Accounting team is gearing up for a festive challenge to celebrate National Gingerbread House Day! This December, our calculators are taking a back seat to rolling pins and icing bags. Please join the fun and check out [@ecktaxandaccounting](#) on Instagram to vote for this competition's winner from 12/12-12/17.

Year-End Checklist

Feel a little lost when it comes to ALL the things you have to do as a business owner at the end of the year?

We've put together a FREE Year-End Business Checklist to help point you in the right direction when it comes to:

- Accounting
- Business Systems
- Information Technology
- Marketing and MORE!



[Click here](#) or respond to this email with "FREEBIE" to get your copy!

One last update from Eck Tax & Accounting before you go, we'll be officially Out of Office from 12/25 to 12/29. Our team will be enjoying this time with friends and family, and we hope you do too! Wishing you and your family a very **Happy Holiday Season** and a **Happy New Year**. 2023 was a big year for us, but we can't wait to see what we can do together in 2024.

Eck Tax & Accounting Team

Happy New Year!

Know a friend who could use our help?

The biggest compliment is that you trust us with your accounting & bookkeeping needs. The second biggest compliment is when you send your friends our way! Your support of our small business makes all of this possible, *thank you.*

Let's Connect

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